

CHAPTER 3

REQUISITION PROCESSING AND RELATED ACTIONS

A. GENERAL

1. Supply sources receiving MILSTRIP requisitions, modifiers, passing orders, referral orders, followups, RDOs, and cancellations, irrespective of method of transmission, will process such transactions using these procedures. Supply sources will validate the data elements and codes in these transactions and accomplish changes, continue the processing action, or reject ^{1/} the documents, as indicated in figure 3-1. See appendix B1 6 for appropriate requisition transaction status codes.

2. MCAs, when processing DoD maintenance contractor initiated requisitions for GFM, will utilize the following procedures:

a. MCAs receiving maintenance contractor initiated requisitions (AO_) , modifiers (AM_) , and followups (AT_) , irrespective of method of transmission, will process such transactions using procedures prescribed herein. Based upon criteria furnished by procurement and/or contracting offices, MCAs will validate the data elements and codes in these requisitions and accomplish changes thereto, " reject, or continue processing action, as indicated below.

(1) Stock number field. If blank or incorrect, reject. ^{2/} Verify part number or NSN against contract to determine authority for contractor issue, and continue processing or reject if determined to be unauthorized.

^{1/} Rejection of documents will be accomplished only" after an attempt has been made to correct the questionable data element or code. If rejection actions are applicable to more than one data element or code and no other reject status code applies, reject using Status Code CA.

^{2/} See footnote 1 above.

(2) Quantity. If blank, reject. 3/ If determined to be excessive, . process off-line and" reject or" continue processing.

(3) Requisitioner. Discard if blank or incorrect. If correct, and rp 40 contains code M, verify requisitioning authority and cent inue processing or reject 4/, as appropriate., If correct, and rp 40 does not contain code M, forward requisition to supply source for., normal processing.

(4) Distribution. Enter the distribution code for the MCA and continue processing.

(5) Contract Identification. Reject 5/ if contract is not on MCA files.

b. The S/As will assign a unique RI and distribution code to each MCA.

c. Following validation of contractor initiated requisitions (AO_) , modifiers (AM_) and followups (AT_) for GFM, the AO_, AM_, or AT_ transact ion will be forwarded to the appropriate e supply source, through DAAS 6/, with the following changes entered in the document:

(1) The RI in rp 4-6 will be blank.

(2) The distribution code of the MCA will be entered in rp 54.

(3) The contract identification will be deleted from rp 74-80.

(4) Management Code Y wil l be entered in rp 72.

3/ See footnote 1 on page 3-1.

4/ See footnote 1 on page 3-1.

5/ See footnote 1 on page 3-1.

6/ DAAS will route all contractor initiated requisitions (AO) , modifiers (AM_) , and f ollowups (AT_) for GFM coming from an MCA (i. e., M in rp 40 and Y in rp 72) to the correct supply source.

3. When supply sources and storage activities utilize the sequential (or batch) method of processing and do not possess real time processing capability, such processing is to be performed as frequently as necessary in order to meet UMMIPS time standards. In every such cycle, cancellation requests (DI AC , including automatic cancellation initiated by the supply source) and MOV reconciliation requests (DI AP_) will be processed prior to backorder releases and new requisitions (DI AO_) . Demands will be sequenced as follows:

- a. PD in rp 60-61.
- b. OSD/JCS project codes, " when entered in rp 57-59.
- c. Expedited Handling Signal (999 in rp 62-64) with PD 01, 02, or 03 in rp 60-61.
- d. N (NMCS) in rp 62 and PD 01-08 in rp 60-61.
- e. E (ANMCS) in rp 62 and PD 01-08 in rp 60-61.
- f. Expedited Handling Signal (555 in rp 62-64) and PD 01-08 in rp 60-61.
- g. RDD/RAD in rp 62-64, if earlier than the computed SDD.
- h. Requisition document date in rp 36-39.
- i. RDP in rp 62-64, if later than the computed SDD - conventional ammunition only.

4. Backordered requirements will be merged (in above sequence) with all new documents in any requisition processing cycle in which additional assets become available, e.g. , receipts of materiel and debit onhand adjustments.

5. Processing points will record date of receipt in. rp 67-69 of each requisition, redistribute ion order, and passing order received. The actual date of receipt shall be captured in requisitioning documents. Manually prepared requisitions or mailed requisitions submitted by requisitioners shall be processed by the supply source to reflect the actual date of receipt of the manually prepared or mailed requisitions. The actual date of receipt shall, also be indicated by the supply source in requisitions received via AUTODIN. This date may be captured by supply or communications terminal personnel in the individual requisitioning documents.

tions and must be compatible with the applicable AUTODIN header document receipt date. This date will not be perpetuated into subsequent passing orders when moving between distribution systems but will be perpetuated into subsequent referral orders moving within the same distribution system. Date of receipt will enable supply sources to compute the requisition submission time. Computation will be made by subtracting the date in rp 37-39 of the demand document' from rp 67-69, recognizing the year indicator in rp 36 when the value of rp 67-69 is less than that in rp 37-39. The submission time in the documents will provide a basis for the ICPs to measure the first cycle segment of supply effectiveness. The RI "From, " when utilized, will be placed in rp 74-76 of RDOS, referral, and passing orders.

6. The document number, i. e., entries in rp 30-43, and rp 44 when a suffix is applicable, will be used as a basis for, determining duplicate documents. Duplicate requisitions, passing/referral orders, RDOS, and MROs will be disregarded by the recipient.

B. RESEWED

C. EFFECT OF PRIORITY DESIGNATOR ON REQUISITION PROCESSING

1. Each requisition will contain a PD assigned by the requisitioning activity, which will not be changed by processing points. The assigned PD dictates the precedence of internal supply processing actions (i.e., from receipt of document until release to transportation) and determines the SDD. The mandatory time standards for processing of transactions are as indicated in figure 3-2. All time standards are expressed in calendar days from the time of receipt of requisitions at the initial supply source.

2. On occasion, available assets will be insufficient to satisfy all current demands and backorders for specific items. The materiel manager will reserve assets of such critical items through the use, of item control levels and criteria which will restrict issue to, specific categories of requirements only, i.e., those within designated ranges of PDs, JCS approved projects, or firm commitments for delivery of materiel to MAP recipients. Control levels will be established for IMMs to reserve stocks for issue only for PD 01-03. These requirements will be satisfied by issue to zero stock balance of serviceable stocks. Control levels may be established at the discretion of the IMM to reserve a greater level of stocks which may not be issued for PD 09-15 requirements.

3. Control levels will also be established by the supply source to restrict issues against requisitions for the initial fill of PWRMS consumable item requirements to ensure that:

a. Assets available below the AFAO are not issued against requisitions for PWRMS requirements which contain Signal D or M in rp 51 regardless of PD.

b. Assets available below the ROP are not issued against requisitions for PWRMS requirements which contain a signal other than D or M in rp 51 and a PD of 11-15 during initial processing of the requisition. Subsequent processing of such requisitions is prescribed in paragraph E.

4. OSD/JCS projects, when so designated, and PD 01-03 requisitions containing code 999 in rp 62-64, in lieu of the RDD/RDP, will be ranked above all other requisitions with the same PDs for processing purposes. Code 999 requisitions and related documents will receive special attention to provide for expedited processing actions.

5. When system-wide inventory levels do not permit positive supply action on all requisitions with a given PD, supply procedures will provide for a release of demands containing the specifically designated OSD/JCS project codes and code 999 in the RDD field as the respective most urgent. PD 01-08 requisitions containing an expedited handling signal "555" in the RDD field and other requisitions/materiel obligations will be processed for release under paragraph A-3.

D. SUPPLY SOURCE PROCESSING OF REQUISITIONS WITH ADVICE CODE 2D, 27, OR 29

Upon receipt of any requisition displaying Advice Code 2D, 27, or 29, an edit will be performed to determine if an increase in the requisition quantity to the quantity unit pack is less or more than \$5.00. If less than \$5.00, the advice code will be disregarded. If \$5.00 or more, the advice code will be honored and processed for the exact quantity requested. When a quantity adjustment is made using the above criteria, the customer will be notified using BJ status.

E. SUPPLY SOURCE PROCESSING OF PRE-POSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS

1. Supply sources, except GSA, will process funded and unfunded requisitions for the initial fill of PWRMS consumable item requirements

using the criteria established below. The GSA will process only funded requisitions for PWRMS requirements and does not differentiate between those requisitions and others.

2. Upon receipt of PWRMS requisitions for the initial fill of consumable item requirements (Demand Code 0 in rp 44' and Project Code 3AA in rp 57-59), the supply source will determine asset availability in excess of the AFAO and:

a. If sufficient assets are available in excess of the AFAO to satisfy the total requisition quantity, the total requisition will be processed as free issue, regardless of the signal in rp 51.

b. If the assets available in excess of the AFAO are not sufficient to satisfy the total requisition quantity, then the portion of the requisition quantity equal to the quantity of assets available in excess of the AFAO will be processed as free issue, regardless of the signal in rp 51, and the balance of the requisition quantity will be processed under subparagraph 3. below.

3. When the supply source determines that assets are not available in excess of the AFAO, the signal in rp 51 of the PWRMS requisition for the initial fill of consumable item requirements (Demand Code 0 in rp 44 and Project Code 3AA in rp 57-59) will be checked and:

a. If the signal is D or M, the unfilled quantity on the requisition will be rejected. The rejection will be accomplished under Status Code CB since all unfunded PWRMS requisitions will be processed as "fill or kill."

b. If the signal is other than D or M, the PWRMS requisitions will be processed as containing Advice Code 2L in rp 65-66 and the PD in rp 60-61 will be checked to determine further processing routines.

(1) PWRMS requisitions with PD 01-03 will be processed for issue using UMMIPS supply source processing standards.

(2) PWRMS requisitions with PD 11-15 will be issued from assets available above the ROP or equivalent. When assets above the ROP or equivalent are not available to satisfy the requisitioned quantity, the unfilled quantity will be placed on backorder and appropriate supply status will be provided with an ESD equal to one procurement lead time. Backordered PWRMS requisitions with PD 11 through 15 will be released from backorder at the end of the procurement lead time or when sufficient

stocks are available above the ROP. (PWRMS requisitions with PD 04-10, when received, will be processed in the same manner as PD 11-15 requisitions.)

E'. SUPPLY SOURCE Processing OF REQUIRED DELIVERY PERIOD REQUISITIONS (CONVENTIONAL AMMUNITION ONLY)

1. Requisitions with an RDP that has an earliest delivery date that is within the standard UMMIPS timeframes for the PD will be processed using the time period established for that PD.

2. Requisitions with an RDP that has an earliest delivery date that is longer than the standard UMMIPS timeframes for the PD will not be placed on backorder. If stock is not available, the requisition will be referred or rejected back to the customer. If stock is available, an MRO will be issued to the storage facility. The shipping activity will establish necessary control mechanisms to provide timely shipment to the customer.

3. Requisitions that cannot be delivered within the RDP will be re jected with CB status.

4 . RDP procedures do not apply to FMS or Grant Aid requisitions.

G. FURNISHING STATUS

Chapter 4 prescribes and defines the various types of status data to be f urnished on requisitions and in response to f ollowups, cancellations, and modifier documents..

H. RESEWED

I. MAINTENANCE OF REQUISITION HISTORY RECORDS

Supply sources will retain accessible Requisition history records f or a minimum period of 6 months after closing of requisition records by cancellation, reject ion, or shipment to provide responsive replies to followup inquiries.

J. RESERVED

K. REJECTION OF REQUISITIONS

Rejection of requisition transactions may be accomplished by supply sources using the appropriate status codes prescribed in appendix B16. Supply status documents with appropriate status codes will be furnished requisitioning activities under chapter 4 as notices of requisition rejection, with the reason for such action indicated by status code.

L. RESEWED**M. RELEASE OF MATERIEL OBLIGATIONS**

A materiel obligation is that quantity of an item requisitioned which is not immediately available for issue, but which is recorded as a stock commitment for future issue. Supply sources will establish procedures for the partial release of the materiel obligation when assets are insufficient to satisfy the entire demand consistent with the PD and delivery requirements of the requisition involved.

N. RESEWED**O. PREPARING MATERIEL RELEASE ORDERS**

1. MROS, when used, are prepared by the supply source as a result of processing requisitions against inventory records and determination that materiel is, available. MROS are issued to the storage site within the same supply distribution complex of the source having processed the requisition. MROS are used as a directive for release and shipment of materiel from stock and result in the preparation of the DD Form 1348 -1/1348-1A. Preparation of MROS will be accomplished using the format reflected in appendix C11. The DD Form 1348 -1/1348-1A may be used in lieu of the MRO.

2. Requisitions or MROS which contain Advice Code 2T and do not contain a date in pp 62,-64, will be processed under the assigned PD without regard to the advice code.

P. MATERIEL RELEASE CONFIRMATION

1. The MRC document serves as advice from a nonaccountable storage site to the supply source which initiated the MRO, of supply action taken. MRC documents will be prepared using the format contained in appendix C13.

2. When the quantity shipped is:

a. Greater than the quantity requested in the MRO due to unit pack characteristics, the MRC will contain DI ARA.

b. Less than the quantity requested in the MRO due to unit pack characteristics, the MRC will contain DI ARE.

3. When the quantity shipped has not been adjusted for unit pack characteristics, the MRC will always contain DI AR0 and show the quantity actually shipped. DI AR0 will be used for confirmation of a partial quantity shipped when the remainder is being denied. Use paragraph U. 4. to furnish MRCs in response to DI AF6 followups.

4. Supply sources will follow up on storage facilities at least once every 30 days for unconf ironed MROs which are 7 days old for PDs 01-08 and 15 days old for PDs 09-15.

Q. STORAGE ACTIVITY DENIALS OR REJECTION OF MATERIEL RELEASES

1. MRDs are prepared by storage sites and transmitted to the supply source which initiated the MRO as notification of negative action on the MRO. MRDs will be prepared in the format reflected in appendix C15 and will show the quantity denied and appropriate management code.

2. If the storage activity cannot meet the delivery timeframe specified by the RDP in rp 62-64, DI AE6/CB status will be provided to the supply source. The supply source will advise eligible status recipients (applies to conventional ammunition requisitions only).

R. RESEWED

S. INITIATING PASSING OR REFERRAL ORDERS

1. Passing or referral orders are the documents used by a supply source to pass or refer a requisition to another source for continued supply action. Supply sources receiving a passing or referral order will perpetuate the same DI when referring the requisition to another supply source for continued supply action or create an MRO for continued supply action and release of materiel. See appendices C20 and C21 for passing

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and referral order formats. The date of receipt of the original requisition will be entered in rp 67-69 of the referral order. ^{7/}

2. Non-NSN requisitions (mechanical) , when passed or referred, will be forwarded to another supply source as follows:

a. If there are no reference data in rp 70-80, AUTODIN or message will be utilized.

b.. If there are reference data in rp 70-80, it will be the option of the passing/referring activity to omit either the reference data and forward by AUTODIN or message or perpetuate pertinent reference data and forward by mail.,.

3. When a SICA receives a requisition for a nonconsumable item from a SICA activity, the SICA may determine supply action if stocks are normally held for this purpose, or the SICA may forward the requirement to the PICA. If forwarded to the PICA, the SICA must record the requisition as, received from the SICA requisitioning activity and recode the requirement, as necessary, with the PICA's RI and the appropriate combination of M&S, SUPADD, signal, fund, distribution, and/or project code which will ensure PICA output of status, billing, MOV requests, and consignment instructions consistent with the SICA service's nonconsumable item program implementing instructions. If the SICA elects to use M&S 8, the SICA must identify itself in rp'54 and will not provide the SICA requisitioning activity with BM supply status. The SICA will provide the SICA requisitioning activity with status received from the PICA based on the data elements and coding "contained in the "original requisition.

T. **RESERVED**

u. **PROCESSING FOLLOWUPS**

1. Followup documents will be processed to determine the current status of requisitions. or cancellation, requests previously submitted. The time standards for dispatching of status in reply to followups (excluding DI AFC followups) are:.

^{7/} For referral orders submitted to the SMCA that are backorder releases from the Service,. ICPs, rp 67.-69 will contain 888.

a. For PD 01-08, dispatch status within 2 days from the date of receipt of the followup.

b. For PD 09-15, dispatch status within 5 days from the date of receipt of the followup.

2. Processing points, upon receipt of DI AT followups for which there is no record of the original requisitions, will process the followups as requisitions unless Status Code BF has been previously provided in response to an earlier cancellation request as specified by chapter 4, paragraph J. 11. This will be accomplished by changing the followup DI to the appropriate DI within the "A" series and following the normal processing routine for requisitions. However, the DI AT series document will only be processed as a requisition after a thorough review has been accomplished in order to preclude duplicate shipments. Status will be furnished under chapter 4.

3. Processing points, in receipt of followups in the DI AT series for which there is a record of the original requisition, will furnish supply or shipment status under chapter 4. ,

4. A storage activity, in response to a DI AF6 followup initiated , by a supply source, will respond with shipment confirmation, denial, or supply status information, as appropriate. `

a. On an MRO being shipped, or which has been shipped, the storage activity will respond with an MRC, DI ARO , ARA, or ARB, after shipment. .

b. On an MRO in the process of being denied, the storage activity will respond with an MRD, DI A6_. When the MRO was previously denied, the response will be supply status, DI AE6, with Status Code BY in rp 65-66, the quantity denied expressed in rp 25-29, and the reason for denial expressed by the appropriate management code in rp 72.

c. On an MRO for which both partial shipment and partial denial occur, the procedures in' subparagraphs a. and b. above apply for the appropriate respective quantities, except MRC; DI ARO will be used for the partial quantity shipped. or in the process of being shipped.

d. On an MRO on which shipment is being delayed, the storage activity will respond" with supply status, DI AE6, with Status Code BA in rp 65-66, and ESD in rp 70-73.

5. Storage activities will use DI AE6 with Status Code BE to respond to supply source followups if the storage activity has a record of the MRO but no record of having taken action in response to the MRO. Supply sources in receipt of this status will validate the original requirement with the requisitioner (rp 30-35) by narrative message. If the requested materiel has not been received, and the requisitioner's response indicates a continued valid requirement? the processing Point will generate an MRO modifier, DI AM document, which contains the same data as the original MRO. Storage activities in receipt of MRO modifiers will process them under paragraph Y. procedures.

6. Storage activities responding to a followup initiated by a supply source on an MRO for which no record is held at the storage activity will utilize a DI AE6 with BF supply status.

7. Supply sources in receipt of storage activity responses to DI AF6 followups will furnish appropriate status to eligible recipients using chapter 4.

8. Requests for supply assistance and followup inquiries requesting improvement in ESDS (DI AFC) require management decisions relative to supply requirements which are not normally programmed in a manner to permit mechanical processing. DI AFC transactions (on PD 01-08 requisitions only) should be manually reviewed to permit a determination as to whether the ESDS can be improved. Receipt of the AFC transactions at the supply sources serves as a notification of the need for the concerned materiel to be received by consignees on dates earlier than those which would result from the shipments accomplished using the supply source ESDS. The actual date of the requirement need is the prerogative of the requisitioning activity. Any advancement of the ESDS, including a single day, will be considered by supply sources as an improvement. Management decisions, designed to improve ESDS, should include one or more of the following and/or any other additional actions which will cause improvement in ESDS:

- a. Cannibalization of existing equipment.
- b. Acceleration of repair programs.
- c. Offers of interchangeable or substitutable items.
- d. Diversion of materiel shipments.
- e. Supply from reserve assets.

f. Supply from known station or depot excess stocks.

9" Supply resulting from screening of materiel held pending classification.

9. During the course of actions taken to improve ESDs, followup inquiries will not be construed by supply sources as authority to override any requirements of equal and/or higher priority. Consideration will not be given to diversion of any assets required to satisfy requirements of equal and/or higher priority.

10. When determination is made that requested improvement in ESDs can be accomplished, the revised ESDs will be transmitted to status recipients. When actions taken by management do not result in improved ESDs, status recipients will be provided with the latest status applicable to the requisitions concerned. Responses to DI AFC followups may be in abbreviated message format (appendix A12) at the option of the supply sources.

11. Upon receipt of a followup on a previously submitted cancellation request (DI AK_) , supply sources will:

a. Provide status under the procedures of chapter 4, if the original" cancellation request has been processed.

b. Process the DI AK_ followup as a cancellation request and provide status under the procedures of chapter 4, if the original cancellation request was not received.

12. Processing points passing DI AF_, AT_, or AK_ followup documents to another SOS for continued action will place their RI code in rp 67-69 of the followup document. Processing points receiving such passed documents will not automatically pass such documents back to the processing point from which the document was received (i. e., RI "From" in rp 67-69) without obtaining the prior agreement of that activity.

V. RESERVED

W. PROCESSING REDISTRIBUTION ORDERS

1. RDOs are originated by an IMM to direct release of materiel from a supply distribution activity to another within the same distribution system .

2. For intra-Service use, an RDO may be used to direct release and shipment of materiel from a post, camp, station, or base to another similar activity to satisfy a specific demand.

3. RDOS will be prepared in the appendix C22 format.

X . RESERVED

Y. PROCESSING REQUISITION AND MATERIEL RELEASE ORDER MODIFIER DOCUMENTS

1. Supply sources will process requisition modifier documents to provide for modification of requisitions on backorder or for which MROs have not been processed to storage activities. The corresponding original requisitions, in process, and materiel obligations, will be recycled under S/A policy and normal processing actions will be continued to accommodate the modifier PD or RDD/RDP.

a. Modification of MROs is at the discretion of the S/As.

b. Modification of requisitions which have been submitted to procurement sources for direct delivery is not required, except for requisition modifier documents which contain:

(1) A revised Country FMS offer/release option code (rp 46) and/or FF code (rp 4.7) , in the format shown in appendix C19 (DI AMF) .

(2) An expedited handling signal' "555" in the RDD/RDP data field, rp 62-64, in the format shown in appendix C19 (DI AMP) .

(3) Changes to the SUPADD" and signal fields in the format shown in appendix C19 (DI AMF) . The signal code will be indicated in rp 77.

c. The application of modifiers on requisitions for which split actions have been taken by the supply source is at the option of the S/As .

d. Supply sources will provide status after processing requisition modifier documents as follows:

(1) When the modifier document contains invalid entries for data elements listed in chapter 2, paragraph S. 2. which would require rejection under requisition edits prescribed in paragraph "A. 1., the

modifier request will be rejected by means of D7 supply status (DI AE_) .
Note: This supply status transaction will contain the same data fields as on the unmodified requisition, except for the status code (rp 65-66) and transaction date (rp 62-64) . This will allow the initiator of the DI AM_ to rebuild the requisition as it appears on the supply source records.

(2) When the requisition modifier document is not honored because the requested modifications cannot be made, supply sources will provide B2 supply status to the activities designated on the unmodified requisition. Note: This supply status transaction will contain the same data fields as on the unmodified requisition, except for the status code (rp 65-66) and transaction date (rp 62-64) . This will allow the initiator of the DI AM_ to rebuild the requisition as it appears on the supply source records.

(3) When the requested modifications have been successfully processed, BK supply status will be provided.

e. In addition, when modifier documents are processed, supply sources will use the M&S and distribution codes to provide the latest supply or shipment status.

f. Supply sources will process requested modifications only when all data fields can be modified, as requested. If this cannot be done, reject the modifier with B2 status.

2. When S/As modify MROs, a modifier document will be prepared and transmitted to the applicable storage activity. The modifier documents will be prepared as a result of processing requisition modifier documents. The MRO will be identified with DI AM as prescribed in appendix B1.

a. Storage activities, upon receipt of MRO modifier documents, will modify the original MRO whenever the modifier is received prior to the actual printing of the DD Form 1348 -1/1348-1A. This will be accomplished by matching the document numbers of modifier documents with document numbers of MROs having been previously received, including match of suffix codes.

b. These modified documents will be processed in the normal manner prescribed for MROs.

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c. When storage activities receive MRO modifier documents for which they have no record of the original MRO, they will process the modifier documents as new MROs .

d. Storage activities. will. provide supply status (DI AE6) to supply sources when "requested modifications are or are not accomplished, citing Status Code B2 or BK.

3. When supply sources receive modifier documents for which there is no record of the original requisition, process the requisition modifier documents as a new requisition unless Status Code BF has been previously provided in response to an earlier cancellation request as specified in chapter 4.

4. When modifiers are referred to another supply source, the referring activity will enter the RI of the activity to which the requisition was referred in rp 4-6 and" their own RI in rp 67-69 of the DI AM document and retransmit. Processing points receiving such passed documents will not automatically pass such documents back to the processing point from which the document was received (i. e., RI "From" in rp 67-69) without obtaining the prior agreement of that activity.

z . RESERVED

AA. PROCESSING SINGLE LINE CANCELLATION REQUESTS

1. Supply sources, procurement and storage activities will process single line cancellations (DI AC) as *prescribed* herein and in paragraphs AB. through AH. Policies and procedures for processing requests for mass cancellation of multiple lines/requisitions are provided in chapter 8.

2. Supply sources and procurement and storage activities are responsible for exercising the fullest practical resourcefulness in preventing the issue and shipment of unwanted materiel. The practical considerations involved in processing cancellation requests include such factors as time, related packing and handling costs, the dollar value, and location of materiel for which "cancellation is requested.

3. General rules for the disposition and diversion of materiel which has been shipped are. as follows: .

a. Supply sources are responsible for 'providing diversion and/or disposition instructions for all items under their cognizance destined for OCONUS which have progressed to the point where procurement

actions cannot be terminated or shipment into the DTS has occurred. When OCONUS shipments have been lifted from CONUS terminals, the responsibility for diversion or disposition is that of the consignee, the appropriate commander, or Service headquarters.

b. Supply sources may request diversion or disposition instructions from S/A contact points designated in chapter 8, column 1, paragraph. A. 1., for both nonstocked and non-NSN items. However, supply sources may, based on their stock position, divert materiel to depot stock .

c. S/As may predetermine and designate alternate consignees so that the DoDAAC of these activities may be inserted in subsequent MILSTRIP and/or MILSTAMP documents. These predetermined destinations will be based on considerations in subparagraphs 2. and 3. a. above, and may vary by NSN, FSC, or FSG.

d. When OCONUS shipments cannot be diverted or held for disposition, storage and procurement activities will advise supply sources when elements of the DTS were unable to accomplish the desired shipment diversion or hold. The supply source will provide shipment status (DI AU_) to all eligible recipients of status. These documents will contain a numerical day in pp 57-59, as provided by the clearance authorities, indicating the day on which the shipment was lifted from the terminal for delivery OCONUS.

e. When diversion of OCONUS shipments is accomplished by the DTS, supply sources will furnish all eligible recipients supply status (DI AE_) with Status Code B6. The advice of actions taken by the DTS will be provided under MILSTAMP (reference (p)) .

f. Supply sources will automatically initiate cancellation action for unfilled quantities of materiel obligations/open requisitions upon deletion of a DoDAAC from the DoDAAD (reference (r)) . Applicable supply and shipment status will be furnished authorized recipients and, in the event DAAS does not have a recorded DoDAAC, the status will be disposed of.

g. Costs incurred in cancellations/diversion will be billed as provided in paragraph AB. 9. below.

h. No attempt will be made to stop/divert shipments to CONUS (domestic) consignees once released for shipment, regardless of mode of shipment.

AB. SUPPLY SOURCE PROCESSING OF SINGLE LINE CANCELLATION REQUESTS

1. DIs AC1, AC2, and AC3 cancellation requests (appendix C6) will be processed under paragraph A3, *including* distribution of initial status, as follows:

a. First, against backorders in the following order of assigned status codes: BB, BC, BD, and BV.

b. Second, against unconfirmed shipments (Status Code BA) .

c. Third, confirmed OCONUS shipments (DI AS_ and/or AR_) , when shipped (to surf ace/aerial POES and SEAVAN assembly points) prior to ICP receipt of DI AC_ documents in less than 45 days for surface mode and 10 days for air mode.

d. Fourth, against all other status.

2. Processing points passing DI AC_ cancellation documents to another SOS for continued action will place their R_i in rp 67-69 of the cancellation documents. Processing points receiving such passed documents will not automatically pass such documents back to the processing point from which the document was received (i. e., RI "From" in rp 67-69) without obtaining the prior agreement of that activity.

3. Cancellation actions will be initiated/accomplished against the quantity in rp 25-29 of the DI AC_ document received. When the quantity in a cancellation request cannot be determined because of garbled or *improperly* punched entries, the requisition quantity or fill or backordered quantity will be edited for a quantity of one. If the quantity is equal to one, the cancellation request should be processed. Otherwise, the request will be rejected to the activity designated by the third position of the DI AC_ document using DI AE_ with Status Code CD.

4. Cancellations processed will be edited to preclude duplicate cancellations. As a minimum, this edit will compare quantity (rp 25-29) , document number (rp 30-43) , suffix (rp 44) , and date of preparation (rp 62-64) . Duplicates will be discarded. All other cancellations will be processed as received. When a DI AC_ document is received with a blank or garbled date of preparation (rp 62-64) , the original day of receipt at the supply source will be entered and processing will continue.

5. Regardless of dollar value/quantity, cancellation requests will be processed to immediately cancel quantities for which MRO's DD Form 1348-1 /1348-1A and purchase requests have not been submitted to depot /storage and procurement activities.

6., If the quantity in the cancellation request is equal to or less than the backorder quantity at the supply source" (Status Code BB, BC, or BD), cancellation will be immediately effected and supply status (DI AE) with Status Code BQ will be provided all authorized recipients of status. Since cancellation action cannot be effected immediately on requisitions in Status Code BV, supply status (DI AE) with Status Code B9 will be furnished all authorized recipients of status.

7. If the quantity in the DI AC cancellation request is greater than the backorder quantity (if any) , but equal to or less than the recorded requisition quantity, the supply source will initiate cancellation action under criteria prescribed in subparagraph 1. above. This criteria and chapter 6, paragraphs S. 3. and S. 6., apply to FMS and MAP Grant Aid requisitions. When the cancellation request is greater than the recorded requisition quantity, cancellation action will be initiated on the recorded quantity.

8. When cancellation requests are against released shipments or direct vendor deliveries with Status Code BV, the supply source will consider diversion of the materiel to depot stock or to fill other demands/backorders, or contract termination, as appropriate. The foregoing also applies "to nonstocked and non-NSN materiel at S/A option, when there is a foreseeable demand for the item.

9. In the event actions in subparagraph 8. above are taken, Status Code B4 may be furnished to indicate that the activity designated by the signal code in the canceled requisition may be billed as follows:

a. Transportation costs for returning the materiel to depot/storage and/or procurement termination costs when it is determined that termination is in the best interest of the Government.

b. Specific instructions concerning materiel, transportation charges, and credit allowances are contained in MILSBILLS (reference (s)) .

c. In addition to costs in subparagraph 9. a. above, when applicable, rebuilding costs and other expenses incurred in canceling FMS and MAP Grant Aid requisitions will be billed by the supply source, under

DoD 5105. 38-M (reference (t)) . (Also, see chapter 6, paragraphs S. 5. and S.6.)

10. Demand data previously recorded will be reversed by the quantity actually canceled or diverted into the storage activity based on a cancellation request.

11. Notice of the success or failure of cancellation or diversion actions will be provided all eligible status recipients, identified in the original requisition, as prescribed in chapter 4. This notice will be in the format of supply status (DI AE_) or shipment status (DI AU_) as follows :

a. Supply status (DI AE_) with Status Code B4, B6, BQ, BR, or BS applies to cancellations/diversions accomplished.

b. Supply status (DI AE_) with Status Code B9 indicates that cancellation/diversion action is being attempted.

c. Shipment status (DI AU_) will be furnished to indicate that cancellation/diversion was not accomplished.

d. Supply status (DI AE_) with Status Code B8 will be furnished when cancellation was not accomplished and Status Code B9 was previously furnished.

e. Supply status (DI AE_) with Status Code BF will be furnished to indicate no record of the document for which the cancellation request was submitted.

f. Supply status (DI AE) with Status Code B_, C_, or D will be furnished for those transactions where the supply source has a record of a previous cancellation or rejection.

AC. SUPPLY SOURCE SUBMISSION OF SINGLE LINE CANCELLATION/ DIVERSION REQUESTS TO PROCUREMENT

1. These requests may be in mechanical record format or by manual instructions.

2. Documents will be prepared in the format of appendix c8. DI ACP will be used to identify the documents submitted to procurement. Entry of the PI IN or PRN will be dependent upon whether a PI IN has been assigned to a contract and is known to the supply source at the time of

receipt of cancellation requests. When the PRN is used, the DoDAAC of the consignee to which shipment is to be diverted should be reflected in rp 45-50. When the supply source does not desire diversion, rp 45-50 will be left blank.

3. A manual request for cancellation/diversion submitted to the procurement activity will contain the following minimum information:

- a. Notification that the document is a request for cancellation or diversion.
- b. Identification of the supply source submitting the request.
- c. The stock or part number or description of the item involved.
- d. The quantity of the item to be canceled/diverted.
- e. The original requisition document number and the suffix code, if applicable.
- f. Identification of the ship-to and mark-for addresses, as contained in the applicable purchase request.
- g. The PI IN, if known; otherwise, the PRN and date of the purchase request.
- h. Diversion or hold instructions to include coded and in-the-clear,, ship-to, and mark-for addresses for shipment if diversion is to be accomplished.

4. Cancellation/diversion requests will be submitted to procurement activities:

- a. Regardless of dollar value/quantity in the request, when purchase requests have been submitted but contracts have not been awarded. This applies to items/quantities in Status Code BD. (see chapter 4, paragraph H. 4.)
- b. For items/quantities on awarded contracts /purchase agreements and the dollar value of the cancellation/diversion action exceeds \$200.

5. Supply sources will decide whether the cancellation/diversion or hold actions will be suspended or **continued**. Decisions to continue cancellations or **diversions** will be provided to procurement activities by cancellation request documents prepared in the manual format and containing the notation: "Decision for cancellation or diversion by supply source. " (See paragraphs AA. 3 .a. and AE.5.)

6. Cancellation/diversion requests or requests for determinant ion as to whether cancellation is, in the best interest of the Government will not be submitted to procurement activities when:

a. The dollar value of the request is less than \$200. ^{8/}

b. DD Form 250, Materiel Inspection and Receiving Report, SPN, vendor shipment not ice, or' equivalent is on record indicating:

(1) Shipments to CONUS consignees were released to carriers regardless of dollar value.

(2) Shipments to OCONUS consignees were previously released to carriers, and the number of days prescribed in paragraph AB. 1. c. have elapsed. Chapter 6, paragraphs S. 3. and S. 6. apply to FMS and MAP Grant Aid requisitions.

(3) Shipment /delivery by air mail or parcel post. In this case, shipment status (DI AU) will be furnished in response to DI AC_ cancellations received.

7. Notice of the success or failure of cancellation or diversion actions will be provided to all eligible status recipients, identified in the original requisition under the procedures of chapter 4. This notice will be in the format of supply status (DI AE_) or shipment status (DI AU) as follows:

a. Supply status (DI AE_) with Status Code B4, B6, BQ, or BS applies to cancellations/diversions accomplished.

^{8/} As an exception for intra-Service/Agency use only, cancellation/diversion may be submitted to procurement regardless of dollar value when critical/short supply items are affected.

b. Supply status (DI AE_) with Status Code B9 indicates that cancellation/diversion action is being attempted.

c. Shipment status (DI AU_) will be furnished to indicate that cancellation/diversion was not accomplished.

d. Supply status (DI AE_) with Status Code B8 will be furnished when cancellation was not accomplished and Status Code B9 was previously furnished.

AD. **RESERVED**

**AE. PROCUREMENT ACTIVITY PROCESSING OF S ~ L x N E c A N c E m A -
TION/DIVERSION REQUESTS**

1. DI ACP and manual cancellation/diversion requests will be processed in the sequence of PDs.

2. Immediate cancellation action will be taken when contracts have not been awarded and/or firm orders have not been issued/placed.

3. Procurement activities will advise the supply source of contractual agreements which may result in unfavorable cost conditions if cancellation, diversion, or holding actions are accomplished. supply sources will decide whether the cancellation, diversion, or hold actions will be suspended or continued. Decisions to continue cancellation or diversion will be provided to procurement activities by cancellation request documents prepared in the manual format and containing the notation: "Decision for cancellation or diversion by supply source. "

4. The cost of diversion or shipment hold actions will be provided to the supply source for billing under paragraph AB. 9. Costs incurred in contract termination and diversion will also be furnished to supply sources to permit billing as prescribed in paragraph AB. 9.

5. Procurement activities are required to initiate actions with clearance authorities to cause diversion of, shipments at terminals. (Not applicable to transactions resulting from mass cancellations.) (See chapter 8, paragraph C. 8. b.) Procurement activities requiring diversion instructions in the instances when rp 45-50 are blank will request these instructions from the activity designated by the RI code in rp 78-80. Such requests will be accomplished by telephone or message.

6. When the above cancellation/termination or diversion/hold actions would not be in the best interest of the Government, the supply source will be so advised and requested to furnish a decision by a specified date.

7. Actions to cancel, divert, or terminate contracts will be initiated within 1 working day from the receipt of cancellation requests. These actions will be completed as expeditiously as possible, but will not exceed 5 working days for priority 01-08 requests and 10 working days for PD 09-15 requests. When multiple cancellation requests are received on the same day, consideration will be given to the priority of the requests, OCONUS destination, the dollar value of the materiel, and the status of the contract involved.

8. The procurement activity will advise the supply source that the attempted stop/diversion action has/has not been accomplished by the DTS within 2 working days of receiving the confirmation/denial notification from the DTS.

AI?. **RESERVED**

AG. SUPPLY SOURCE SUBMISSION OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS TO STORAGE ACTIVITIES

1. Supply source cancellation requests (DI AC6) or followups on cancellation requests (DI AK6), in the format of appendix C7, will be submitted to storage activities:

a. Regardless of dollar value and quantity when Status Code BA is recorded, but an MRC has not been received. This applies to PD 01-15 requisitions /MROs/DD 1348-1/1348-1A for U. S. Forces, CONUS and OCONUS, FMS, and MAP Grant Aid.

b. When the MRC is recorded on an OCONUS shipment which was released to carrier for shipment to POE, less than 45 days by surface mode or less than 10 days by air mode, and the dollar value of the shipment exceeds \$200. Also, chapter 6, paragraphs S. 3. and S. 6. apply to FMS and MAP Grant Aid requisitions.

2. The DI AC6 will contain the DoDAAC of the activity to which shipments will be diverted in rp 45-50, when shipment has already been released. When the supply source does not desire or cannot provide diversion to a specific activity, rp 45-50 will be left blank. In the

latter case, the supply source will obtain and provide alternate destinations, if requested, by storage activities. (See paragraph AA. 3.)

3. In the case of an attempted diversion, supply status (DI AE_) with Status Code B9 will be furnished to eligible status recipients.

4. Supply sources will not provide storage activities with requests for cancellation/diversion when:

a. In receipt of the MRC at the time of receipt of a cancellation request and the item requested for cancellation has a line item value of less than \$200 and is for an OCONUS shipment.

b. Receipt of MRC and OCONUS shipment has been accomplished by parcel post, air mail, or UPS.

c. When the MRC is recorded on an OCONUS shipment which was released to the carrier for shipment more than 45 days by surface mode or 10 days by air mode prior to the receipt of the cancellation request.

d. Receipt of the MRC and shipment to a CONUS activity was accomplished prior to the receipt of the cancellation request.

5. In instances described in subparagraph 4. above, shipment status (DI AU_) will be furnished to eligible status recipients.

6. A Followup on Cancellation Request, DI AK6, may be submitted to storage activities as a result of receipt of DI AK_ by the supply source from the requisitioner, SUPADD, or control activity (rp 54) . A DI AK6 may also be forwarded to the storage activity by the supply source as a result of nonresponse to a previous DI AC6.

7. DRMS will forward cancellation requests (DI AC6) or followups on cancellation requests (DI AK6) to DRMOs when an MRC (DI AR_) has not been received for item(s) requisitioned from property disposal. If the MRC has been received from the DRMO, shipment status (DI AU_) will be forwarded by DRMS to eligible status recipients.

AH. STORAGE ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/ DIVERSION REQUESTS

1. DI AC6 transactions will be processed in the sequence prescribed in paragraphs A. Z., AB.1. b., AB.1. c., and AB.1. d.

2. Records will be maintained to allow a determination as to whether line items shipped were in single line or multi line shipment units and the respective dollar value of each. This will allow identification of shipment units which are susceptible to cancellation and determination as to whether cancellation actions should be continued under the following policies and procedures.

3. To the extent that processing capability is available, the S/As will develop and maintain data to:

a. Allow identification of the depot work area to which shipment processing should have progressed. Work areas for consideration are as follows:

<u>COMPUTER</u>	<u>STORAGE</u>	<u>SHIPMENT PREPARATION</u>	<u>SHIPPING</u>
Mechanized processing of AC6s, and output of DD Forms 1348-1 and stop shipment notices	Bin ties Bulk Area	Preservation Packaging Packing Consolidation Parcel Post	Consolidation Air Freight Motor (Truck) Freight Rail Freight

b. Include the maximum time experienced in processing DD Forms 1348-1/1348-1A shipments in each of the above work areas (within total time allowed by DoDD 4410.6 (reference (e)) from receipt of MRO to release to transportation) . Such data would provide a basis for determining the work areas where stop shipment action could most likely be taken on receipt of a DI AC6. Also, document priority should be considered as it affects processing time in hours versus days.

4. The storage activity, upon receipt of a DI AC6, will determine the appropriate work area(s) to which stop shipment notices would be sent when cancellation of an inprocess DD Form 1348-1/1348-1A shipment is required. The stop shipment notices will include pertinent line item/document identification, priority, and information as to whether a single or multiline shipment unit, is involved. A separate stop shipment notice will be issued to the current work area and every other work area through which the shipment would subsequently be processed.

5. Cancellation will be accomplished for all items/quantities for which DD Forms 1348-1/1348-1A have not been released to storage work areas.

6. Cancellation will be attempted for all items/quantities for which DD Forms 1348-1/1348-1A have been released to storage work areas and there is no record of transportation release to a carrier, unless:

a. The dollar value is less than \$25 for a single line shipment unit.

b. The dollar value of a single line packed in a consolidated shipment unit is less than \$200.

7. The storage activity will advise the supply source and, if applicable, all eligible status recipients of actions taken in response to cancellation requests (see chapter 4) . This notice will be provided as follows:

a. When the storage activity has no record of the MRO receipt, the supply source will be provided DI AE6 status with Status Code BF.

b. When the items have not left the depot and cancellation action is accomplished, respond only to the supply source in the same format as the cancellation request document with the exception that rp 4-6 will contain the RI of the supply source to which the document will be transmitted and rp 67-69 will contain the RI of the "activity preparing the document. This document will contain DI AG6.

c. When cancellation is not attempted under the less than \$25/\$200 criteria in subparagraphs 6. a. and 6. b. above, the storage activity will furnish the supply source DI AE6 status with Status Code B8.

d. When the items have been released to a carrier in shipments destined to a CONUS customer, no action will be taken to stop/divert the materiel beyond the point of shipment. The supply source will be provided with reply to cancellation request - MRC (DI AUO, AUA, or AUB) transactions in the format shown in appendix C13 and all eligible status recipients will be provided with Reply to Cancellation Request - Shipment Status (DI AU_) in the format shown in appendix C17.

e. When the items have been released to a carrier in shipments destined for an OCONUS consignee, the storage activity will initiate actions under MILSTAMP (reference (p)) to stop/divert shipments within the DTS. The supply source will be provided with DI AE6 status containing Status Code B9.

f. The storage activity will not initiate action to stop/divert OCONUS shipments within the DTS when:

(1) The items are consolidated in a multi line shipment unit.

(2) The items were in OCONUS shipments released to carriers for shipment more than 45 days by surface or more than 10 days by air mode prior to receipt of the DI AC6.

(3) The items were shipped to OCONUS customers by air mail, parcel post, or UPS.

(4) A single line item shipment has a total dollar value of less than \$200.

(5) The single line item shipment unit has a total dollar value of less than \$1, 000 and was shipped in consolidation with other shipment units in larger containers, e.g. , CONEX and SEAVAN.

g. Following receipt of confirmation that shipment stop/diversion action has been accomplished by the DTS, the storage activity will provide the supply source with DI AE6 status containing Status Code B6.

h. When the storage activity does not initiate stop/diversion action with the DTS because of one of the conditions in subparagraph 7. f. above or, when notified that a requested stop/diversion action has not been accomplished by the DTS, the storage activity will provide Reply to Cancellation Request - Shipment Status (DI AU1, AU2, or AU3) to all eligible status recipients and Reply to Cancellation Request - MRC (DI AU0, AUA, or AUB) to the supply source. At the option of the supplying S/A, Reply to Cancellation Request - Shipment Status (DI AU1, AU2, and AU3) may be provided to all eligible status recipients by the supply source rather than directly by the storage activity. In this latter case the storage activity will only generate the Reply to Cancellation Request - MRC (DI AU0, AUA, or AUB) to the supply source.

8. Storage activities requiring diversion instructions when rp 4S-50 of the DI AC6 cancellation is blank will request such instructions from the activity designated by the RI in rp 67-69. Such requests will be made by telephone or message.

9. Actions under subparagraphs 3. through 7. above will be completed in 2 working days for PDs 01-08 and 5 working days for PDs 09-15.

10. The storage activity will advise the supply source that the attempted 'stop/diversion action has/has not been accomplished by the DTS within 2 working days of receiving the confirmation/denial notification from the DTS.

AI. RESERVED

As. DIRECT VENDOR DELIVERY ON MILSTRIP REQUISITIONS

1. In instances where supply of a MILSTRIP requisition is to be accomplished by direct vendor delivery, an interface is required between MILSTRIP and the purchasing operations. This interface will result in an interchange of specific information and documentation between supply sources and procurement activities to ensure:

a. Transmission of status to designated recipients in an orderly and timely fashion.

b. Proper marking of shipment containers.

c. Delivery of materiel using priorities or RDDs.

2. Purchase requests will contain specific in-the-clear and coded data as specified below, which will be perpetuated on procurement instruments and related documents:

a. The original MILSTRIP requisition document number, including suffixes when assigned, SUPADD, and signal codes.

b. In-the-clear, ship-to address of the ultimate consignee and mark-for address, when applicable.

c. MILSTRIP project code and project name, if applicable.

d. Schedule of deliveries using RDDs or RADs, whichever is applicable. Items should be listed on procurement requests in descending sequence or delivery or availability dates. (A separate requisition number is required for each delivery date, consignee, and priority.) This sequence would provide for listing items with earliest dates first and will result in the required schedule of deliveries.

e. Identification and address of the activity to receive the notice or evidence of shipment made by contractors as required by DoD FAR Supplement, appendix 1-401, table 2 (reference (u)) .

3. Requisitions to be supplied by direct delivery from vendor sources will be identified separately from stock replenishment buys on purchase requests.

AK. RESEWED

AL. INTRANSIT CONTROL OF SHIPMENTS TO DEFENSE REUTILIZATION AND MARKETING OFFICES

1. General

a. These procedures provide for intransit control of property (excluding scrap, waste, nonappropriated fund activity, and lost, abandoned, or unclaimed privately owned "personal property) shipped/transferred to a DRMO on a DTID from the time of release by a shipping activity until receipt of the property by the DRMO. The reporting of shipments; through submission of a shipment status document is applicable to all shipments of \$100 or more and to all shipments of pilferage or *sensitive items* per the DIDS TIR regardless of dollar value. For the purpose of these procedures, discrepancies will be determined on the basis of the document number and quantity with the discrepant line item value to be computed from the unit price in the DIDS TIR or, if a DIDS TIR unit price is not available, from the unit price reflected in the IDMS "receipt of usable property document" or "receipt document. "

b. Intransit control procedures will require the DRMS to maintain a suspense file for materiel turned in to disposal from the time the materiel is shipped/transferred from the generating source's storage location until receipt is recorded in the IDMS. Activities lacking an ability to prepare mechanically processable documents and/or electrically transmit them will arrange for such preparation and/or AUTODIN transmission of the transactions outlined below by the nearest facility having such capabilities.

c. Materiel will be directed/processed to disposal under the procedures outlined in paragraphs AM. and AN. , utilizing the DTID (using DD Form 1348 -1/1348-1A) . At the time materiel is physically shipped} transferred to the DRMO, a" shipment status document (DI AS3) , with Distribution Code 9 in, rp 54, reflecting actual quantities shipped and the date shipped, will be furnished to the DRMS per chapter 4, paragraph

H. Activities without a data pattern transmission capability should use formatted teletype transmission to submit MILSTRIP documents through DAAS to DRMS. When neither means is available, the documents may be mailed to the DRMS. On other than local shipments/transfers, the TCN, GBL, certified mail, insured, or registered parcel post number will be entered in the shipment status document (DI AS3) unless the document is transmitted by formatted message using a teletype terminal with less than an 80 position capacity. In this latter case, rp 62-80 will be left blank. The shipment status document (DI AS3) will initiate the suspense file at DRMS which will, as a minimum, contain the following data:

<u>DATA ELEMENT</u>	<u>SOURCE</u>
Document Number	AS3
Stock Number/FSC/FSG (if available)	AS3
Unit of Issue	AS3
Extended Dollar Value of Shipment (if available)	DIDS TIR
Controlled Inventory Item Code (Pilferage/Sensitive Items)	DIDS TIR
Quantity Shipped	AS3
Date of Shipment	AS3
Quantity Received	DRMO
Date of Receipt	DRMO
Extended Dollar Value of Receipt	DRMO
Dollar Value of Quantity Variance Between Shipment and Receipt (if available)	

d. These procedures do not negate the authority of the DRMO to refuse acceptance of accountability and physical receipt of certain types and classes of materiel as outlined in chapter IV, paragraph D., DoD 4160.21-M, (reference (k)). If it is determined that the materiel is not acceptable for these reasons and the shipment is rejected/returned to the shipper, the DRMO will provide a notice of rejection to DRMS under exist-

ing procedures. The notice of rejection will purge the DRMO suspense file.

e. The use of these controls will provide a central capability to monitor and/or investigate discrepancies in shipments to DRMOs. These controls will also provide a capability for DRMS to furnish information to S/A headquarters concerning the transfer of property to DRMOs. Additionally, these controls will indicate a backlog in receipt processing at a DRMO, requiring assistance by DRMS.

2. Procedures

a. Defense Reutilization and Marketing Office

(1) Local shipments/transfers may be acknowledged by the DRMO by furnishing a signed "driver control copy" of the DTID to the deliverer.

(2) Upon receipt and inspection, if it is determined that the materiel is acceptable based on established criteria, the DRMO will acknowledge receipt to the DRMS under established DRMS internal procedures. When accountability is accepted by the DRMO, a signed copy of the DTID, reflecting quantity actually received, will be furnished to the shipping activity.

(3) If a discrepancy exists because the quantity received is less than or greater than the quantity entered on the DTID, the DRMO will notify the shipping activity and local resolution should be attempted between the shipping activity and the DRMO. If local resolution is unsuccessful, the actual quantity received will be reported to DRMS as a receipt acknowledgment and a signed copy of the DTID will be furnished to the shipping activity.

b. Defense Reutilization and Marketing Service

(1) Under DRMS internal procedures, all property received at a DRMO should be processed into the IDMS accountable records within 10 working days after receipt. When an DRMS "receipt of usable property document" or "receipt document" is processed by DRMS, it will be compared against the suspense file generated by the shipment status document (DI AS3) .

(a) If the receipt document matches a shipment status document (DI AS3) previously recorded in the suspense file and:

[1] There is no discrepancy or,

[2] There is a discrepancy of less than \$100 and the item is not recorded as pilferage/sensitive or,

[3] The materiel is classified as scrap, the suspense will be closed.

(b) If the receipt document matches a shipment status document (DI AS3) previously recorded in the suspense file and there is a discrepancy value of \$100 or more, or the discrepancy value is less than \$100, and the item is recorded as pilferable/sensitive materiel, the DRMS will forward a disposal shipment confirmation followup document (DI AFX) (see appendix C5) through DAAS to the activity in rp 30-35 of the AS3. The advice code from appendix B15 describing this discrepant file condition will be entered in rp 65-66 of the followup transaction.

{c) If the receipt document does not match a shipment status document (DI AS3) previously recorded in the suspense file and the extended value is less than \$100, or the receipt document is for "batch" of items received by the DRMO, and the item is not recorded as pilferage/sensitive, no further action will be taken. (Note that DRMOs will not include items with greater than \$100 in line item value in batches".)

(d) If the receipt document does not match a shipment status document (D I AS3) previously recorded in the suspense file and the extended value is \$100 or more, or the item is recorded as pilferage/sensitive materiel, the DRMS will forward 'a disposal shipment confirmation followup (DI AFX) through DAAS to the activity in rp 30-35 of the DTID number reflected in the receipt document. The advice code from appendix B15 describing this discrepant file condition will be entered in rp 65-66 of the f ollowup transaction.

(2) When, after a period of 30 days for CONUS and 60 days for OCONUS including Alaska and Hawaii, the receipt document applicable to a shipment status document (DI AS3) recorded in the suspense file has not been received by DRMS and the line item value of the AS3 document is more than \$100 (as determined by reference to the AS3 suspense file) , a disposal shipment confirmation f ollowup (DI AFX) will be forwarded through DAAS to the activity in rp 30-35 of the AS3.

(3) If a disposal shipment confirmation document (DI ASZ) is not received within 20 days of transmi ss ion of the disposal shipment Confirmation followup (DI AFX) , DRMS will forward a second disposal

shipment confirmation followup document using DI AFZ. The advice code from rp 65-66 of the DI AFX will be perpetuated in the DI AFZ. Continued nonresponse for an additional 20 days will close the suspense file; however, accessible records relating to specific cases of nonresponse will be retained for 2 years. These records will reflect data by S/A and by activity with stock number, quantities, document numbers, and dollar value variances.

(4) Receipt of a disposal shipment confirmation (DI ASZ) will close the suspense file and cause a comparison of quantities reported shipped, received, and confirmed. Accessible records reflecting stock numbers, quantities, document numbers, dollar value of variances, and the identity of applicable shipping activities and DRMOs will be retained for 2 years.

(5) Receipt of BF supply status (DI AE3) in response to a DI AFX or AFZ will close the suspense file. Accessible records reflecting the stock number, quantity, document number, dollar value, shipping activity, and DRMO will be retained for 2 years.

(6) DRMS will provide a monthly Intransit Accountability Summary Report to each S/A MILSTRIP Focal Point and to the DoD MILSTRIP System Administrator. As requested, the DRMS will provide an Intransit Accountability Special Extract Report.

c. Shipping Activity

(1) Supply organizations in receipt of disposal shipment confirmation followup documents (DI AFX or AFZ) will review the advice code in rp 65-66 to determine the reason for the followup so that appropriate research can be conducted. Supply organizations will ensure that applicable shipping activities review signed receipt document at ion, investigate discrepancies, and provide timely responses to disposal shipment confirmation followups.

(2) Upon receipt of a disposal shipment confirmation followup (DI AFX or AFZ), the shipping activity will verify the actual quantity receipted for by the DRMO.

(a) If the shipping activity (the activity in receipt of the AFX/AFZ) has no record of the shipment nor of generating the shipment status (DI AS3), supply status (DI AE3) with Status Code BF in rp 65-66 will be sent to DRMS.

(b) If it is determined that, although shipment status (DI AS3) had been sent, no shipment had been made or no record of shipment other than the AS3 document can be located, a supply status (DI AE3) with Status Code BF in rp 65-66 will be sent to DRMS.

(c) If a signed "driver control copy" or signed receipt copy of the DTID is not available, but investigation indicates property was removed from the storage area and cannot be located, the shipping activity will not if y the appropriate criminal investigative activity. At the same time, disposal shipment confirmation (DI ASZ) will be transmitted to DRMS through DAAS with a zero filled quantity field.

(d) If a signed receipt of the DTID is available, disposal shipment confirmation (DI ASZ) will be transmitted to DRMS through DAAS and will contain the actual quantity receipted for by DRMO. In case of a variance between the quantity on the disposal shipment confirmation followup (DI AFX or AFZ) and the quantity receipted for by DRMO, the shipping activity will investigate the variance and coordinate with the DRMO to resolve the overage or shortage. If these actions fail to locate shortage items and evidence exists that the property was removed from the storage area, but not accounted for in DRMO receipts, the shipping activity will not if y the appropriate criminal investigative activity. Overages will be considered for return to stock to meet future requirements.

(3) Disposal shipment confirmation (DI ASZ) (see appendix C18) will be submitted within 10 working days of receipt of disposal shipment confirmation followup (DI AFX or AFZ) .

AM. DIRECTING MATERIEL TO DISPOSAL

1. Supply sources will utilize the DRO (DI A5J) and related documents to direct and control issue of supply system stocks on their accountable records to disposal. DROS are transmitted to the storage site having custody of the stock and result in the preparation of the DD Form 1348 -1/1348-1A as outlined in chapter 5, paragraph E. Preparation of DROS will be accomplished using the format reflected in appendix C12. When the quantity to be transferred. to disposal exceeds the capability of the quantity field, rp 25-29, multiple DROS with new document numbers will be utilized. When multiple DROS are required, each 'DRO prepared for the same item will contain the total retention quantity in rp 55-61. When the quantity to be retained exceeds the capability of the retention quantity field, rp 55-61, the transactions will be processed off-line.

a. The retention quantity in rp 55-61 of the DRO will determine the quantity of materiel to be turned in to disposal by the storage site.

(1) The quantity in rp 55-61 will be retained and all remaining stocks transferred to disposal.

(2) If the quantity onhand is less than the quantity shown in rp 55-61, the storage site will respond under subparagraph d. below.

b. The DRC document serves as advice from a nonaccountable storage site to the supply source having initiated the DRO of supply action taken. DRC documents will be prepared in the format shown in appendix C14 and contain DI ARJ when the quantity shipped is the same quantity requested in the DRO. The DRC will contain DI ARK when the quantity shipped is greater than the quantity requested in the DRO. The DRC will contain DI ARL when the quantity shipped is less than the quantity requested in the DRO. Supply sources will utilize the DRC with DI ARK and ARL to make appropriate adjustments to the inventory records. If the quantity transferred to disposal exceeds the capability of the quantity field in the DRC, rp 25-29, the confirmation will be processed off-line.

c. The disposal release followup document (DI AEJ) will be utilized by the supply source to follow up on storage facilities for unconfirmed DROS 10 days after the date the DRO was created. The disposal release followup document will be prepared in the format of the DRO .

(1) If the DRO has been complied with, the storage facility will respond as indicated in subparagraph b. above.

(2) If the DRO has not been complied with and shipment is anticipated, the storage facility will respond utilizing the format in appendix C14 with DI AEJ and the ESD in rp 57-59.

(3) If there is no record of the DRO, the storage facility will respond utilizing the format in appendix C14 with DI AEJ and Status Code BF in rp 65-66.

d. DRDs are prepared by the storage site and transmitted to the appropriate supply source having prepared the DRO as notification of a negative action on the DRO. The DRDs will be accomplished under appendix

C15 and will contain DI A6J. Supply sources will utilize the DRD to make appropriate adjustments to the inventory records.

e. Disposal release cancellations are prepared by supply sources having initiated DROs and transmitted to storage sites when it is determined that disposal actions should be discontinued. Supply source cancellation requests will be submitted only in those instances when DROS are unconfirmed. Disposal release cancellation documents will be prepared in the same format as the original DRO and contain DI ACJ. Storage activity response to the cancellation request will be by one of the following documents:

(1) When shipment has been made, response to the supply source will be a DRC.

(2) When cancellation is accomplished, response to the supply source will be prepared in the same format as the cancellation request with exception that rp 4-6 will contain the RI of the supply source to which the document will be transmitted and rp 67-69 will contain the RI of the activity preparing the document. This document will contain DI AGJ.

f. A disposal release cancellation followup document (DI AKJ) may be submitted by the supply source to obtain the latest status of a disposal release cancellation. The disposal release cancellation followup document will be in the same format as the original disposal release cancellation (appendix C12) and will be processed by the storage site as a cancellation request, provided the original request was not received. If the original request has been received and all required actions have been completed, the storage site will respond to the disposal release cancellation followup by duplicating the previously submitted document at ion.

2. Supply sources will utilize the reply to excess report (DI FTR) to direct disposal of assets reported on the excess report (DI FTE) . See chapter 9, this manual, for detailed instructions.

AN. Processing ~~MATERIEL~~ TO DISPOSAL

1. The transfer of materiel to a DRMO on a DTID (see chapter 5, paragraph E.) requires an authority for disposal which must be indicated on the DTID by entry of the appropriate disposal authority code (appendix B26) . The DRMO will reject shipments when a disposal authority code has not been entered on the DTID. The disposal authority code will be

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perpetuated in receipt reporting between the DRMO and the DRMS where accessible records reflect letting stock numbers, quantities, document numbers, disposal authority codes, and extended dollar value of shipments will be maintained for 2 years.

2. The procedures in paragraph AL. for processing materiel to disposal apply only to usable materiel that DRMOs are authorized to physically accept or provide screening and/or sales service.

3. All DTIDs must contain a cent rolled inventory item code, describing the security/pilferage classification applicable to the shipment, in Block N of the DD Form 1348-1 or Block 9 of the DD Form 1348-1A. See DoD 4100.39-M, (reference (pp)) , volume 10, chapter 4, table 61 for determination of applicable controlled inventory item code.

4. Documentation required to turn in scrap and waste to a DRMO is specified in DoD 4160.21-M, chapter IV, paragraph F. 1. b. (reference (k)) .

5. Categories of materiel that are not physically acceptable in a DRMO are listed in chapter IV, paragraph D., DoD 4160.21-M, (reference (k)) , and discussed individually in Chapter VI, Property Requiring Special Processing.

6. Some property, because of its peculiar nature, its potential influence on public health, safety, security or its potential influence on private industry, must be disposed of in other than a normal fashion. These items must be identified in Block D of the DD Form 1348-1 or Block 27 of DD Form 1348-1A at the time of preparation by the storage activity. This entry will be in-the-clear and contain the minimum wording to properly identify the category of property. See chapter VI, DoD 4160.21-M (reference (k)) . In the event that two or more categories are applicable to the same turn-in document, the category most applicable to or which identifies an asset requiring the most stringent controls will take precedence.

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— **AP. SHIPMENT TRACING**

Supply sources (including depot or procurement activity when direct vendor delivery is applicable, but excluding small business firms or civilian contractors not required to process followups received from Military sources) , upon receipt of a DI AFT, Request for Shipment Tracing on registered, insured, and certified mail/parcel post, will:

1. Initiate tracer action under USPS Regulations to the post office from which the parcel was mailed. Postal Service Form 1510 or other prescribed form will be used.

2. On receipt of the post office response, initiate appropriate action as follows:

a. If notified that the parcel was lost, destroyed, and/or that proof of delivery could not be furnished, notify the consignee by off-line narrative message to include advice to prepare discrepancy reports under Joint Regulation DLAR 4140.55, et al. (reference (v)) .

.....
— b. If notified that the post office has proof of delivery, notify the consignee (based on the signal in rp 51) by off-line narrative message, including particulars concerning proof of delivery, with an information copy to supply source involved.

3. When the supply source is a small business firm or civilian contractor not required to process follow-ups received from military sources, the AFT Request for Shipment Tracing on registered, insured, and certified mail/parcel post will be forwarded to the ICP for processing.

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<u>CODE OR DATA ELEMENT</u>	<u>ENTRY IS BLANK OR INCORRECT</u>
Routing Identifier	<p>Determine correct source and cent inue processing. (Except ion - Reject when all five of the following exist:</p> <ul style="list-style-type: none"> (1) DI is AO_ (requisition) , or AM_ (modifier) , or AT_ (f ollowup) , and (2) Rp 30 contains C, E, L, O, or U and (3) Rp 40 contains M and (4) Rp 72 does not contain Management Code Y, and (5) SOS is not the MCA for the contract.)
Media and Status .	Process as O.
Stock Number or Appropriate Item Identification	<ul style="list-style-type: none"> 1. If blank, reject. 2. If <i>incorrect</i>, research to <i>determine</i> 9/ if the stock number has changed (e. g., FSC changed to match the NIIN). As a result of the review, take action as follows: <ul style="list-style-type: none"> a. If the stock number cannot be identified, reject with appropriate supply status.

Figure 3-1. Requisition Processing and Related Actions.
(Part 1 of 4)

9/ This edit does not apply to Navy Supply Sources.

<u>CODE OR DATA ELEMENT</u>	<u>ENTRY IS BLANK OR INCORRECT</u>
	<p>b. If the FSC is incompatible with the NIIN, check the FSC to determine if it matches a previously assigned FSC. If it matches, change the FSC to the current FSC, continue supply action, and furnish appropriate supply status. If the FSC does not match, reject with appropriate supply status.</p> <p>c. If the stock number has changed (e. g., FSC change), or when a manufacturer's part number is assigned to a stock number, change the number to the new stock number and continue supply action. If the changed NSN is managed by another SOS, initiate a passing order and furnish appropriate supply status.</p>
Jnit of Issue	Enter correct unit of issue or reject. If rejected, enter correct unit of issue in rp 79-80 of supply status transaction.
Quantity	Reject.
Requisitioner	Discard.
Date	Reject.
Serial	Reject.
Demand	Process as recurring.
Supplementary Address	If not affected by the signal code, process; otherwise, reject.

Figure 3-1. Requisition processing and Related Actions.
(Part 2 of 4)

<u>CODE OR DATA ELEMENT</u>	<u>ENTRY IS BLANK OR INCORRECT</u>
Signal	Reject.
Fund	If not affected by signal, or if signal is D or M, process; otherwise, reject.
Distribution	Process as blank.
Pro ject	Process as blank.
Priority	<ol style="list-style-type: none"> 1. If expedited handling signal 999 is present in RDD field or OSD/JCS project code is present in 57-59 and PD is not 01-03, enter PD 03. 2. If NMCS/ANMCS indicator (N/E) is present in rp 62 and PD is not 01-15, enter PD 08. 3. If rp 62 is A, S, or X, enter PD 15. 4. For all other conditions, if PD is not 01-15, enter PD 15.
Required Delivery Date	<ol style="list-style-type: none"> 1. If there is an N or E in rp 62 and PD 01-08 in rp 60-61, process. If there is an N or E in' rp 62 but PD 09-15 in rp 60-61, blank the entry in rp 62-64 and process using the priority. 2. If expedited handling signal 999 or 555 is in rp 62-64, process. 3. If rp 62 is A, S, or X, process. 4. For all other conditions blank RDD field if entry is not a calendar date.

Figure 3-1. Requisition Processing and Related Actions.
(Part 3 of 4)

<u>CODE OR DATA ELEMENT</u>	<u>ENTRY IS BLANK OR INCORRECT</u>
Required Delivery Period (Conventional Ammunition Only)	If rp 62 is B, C, D, G, H, J, K, L, M, P, T, U, V, or W, and rp 63-64 contains 01-99, process.
Advice	Process as blank.

Figure 3-1. Requisition Processing and Related Actions .
(Part 4 of 4)

<u>TIME SEGMENT</u>	<u>TIME STANDARD (IN CALENDAR DAYS)</u> <u>FOR PRIORITY DESIGNATORS :</u>		
	<u>01-03</u>	<u>04-08</u>	<u>09-15</u> ^{10/}
Passing Act on	1	1	2
ICP Availability Determinant ion	1	1	3
Depot /Storage Site Processing	1	2	8
Transportation Hold and CONUS Intransit to CONUS Requisitioner, Canada, or to POE	3	6	13

Figure 3-2. UMMIPS supply Source Processing standards .

^{10/} Supply source processing time may be exceeded for PD 09-15 requisitions in order to permit consolidation of shipments as long as delivery to the consignee can be accomplished within the RDD or SDD.